**Collaboration Check List**

***\*with Teacher Evaluation Standards and Sections***

**Collaboration Meeting Information (1b, 4b)**

* In Person or Electronic
* Teacher and Subject
* Periods Taught
* # of Students
* Learning Goals Established
* Content Skills (3b)
* Information and/or Technology Skills (3d, 4c, 4d)
* TIP Conversation
* Follow Up Email Sent
* Learner Profile Discussed
* Differentiation (2d, 4c, 4a)
* Literacy Skills (3a)
* 21st Century Skills (3d, 4e)
* Diversity and Global Awareness (2b, 3c)

**Classroom Pre-Activities Determined:**

* Classroom Teacher Responsibilities
* Library Media Specialist Responsibilities
* Materials/Equipment Needs
* Handout Needs (Copies?) – potential artifact
* Connection to Class Content

**Media Center or Lab Days Planned:**

* Location
  + Laptops (R60s or R500s)
  + Desktops
  + 200 Building labs/Pods lab
* Full periods, ½ periods, 60 min
* Reservation in Online Calendar
* Classroom Teacher Responsibilities
* Library Media Specialist Responsibilities
* Materials/Equipment Added to Online Calendar
* Handout Needs (Copies?) – potential artifact
* Handout Creation Assigned – potential artifact
* Connection to Class Content
* Assessment in Media Center (1a, 4h)
  + Formative
  + Summative

**Classroom Post Activities Established:**

* Assessment after Media Center (1a, 4h)
  + Formative
  + Summative
* Materials/Equipment Added to (Online) Calendar
* Handout Needs (Copies?)
* Handout Creation Assigned
* Classroom Teacher Responsibilities
* Library Media Specialist Responsibilities
* Connection to Class Content
* Google Survey—Teacher
* TIP Implementation—Student

**Collaboration Continuum:**

* Limited
* Moderate
* Intensive

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